


9 November 1983

MEMORANDUM FOR: Chief, Printing and Photography Division, OL  
Chief, Joint Publications Research Service, FBIS

FROM:

  
Chief, Plans, Programs and Systems Staff,  
P&PD/OL

STAT

SUBJECT: Implementation Plan for the Office of Logistics  
Printing and Photography Division Takeover of  
Printing Responsibilities for Joint Publication  
Research Service

1. An agreement on the subject implementation plan has been reached between Office of Logistics Printing and Photography Division (OL/P&PD) and Joint Publication Research Service representatives. Most of the actions outlined during the first week of the plan have already occurred and at this point in time the implementation is actually ahead of schedule.

2. During the week of 5-9 December 1983, a revised implementation plan with more definitive information on dates and transfer of functions will be developed and one month later (2-6 January 1984), a status report and final implementation plan will be completed. Current planning is for the complete transfer of responsibilities, personnel, and equipment to occur on or about 31 January 1984.

3. If you have any questions on this memorandum or the implementation plan, please contact me.

  
STAT

OL 11206-83

Implementation Plan  
for the  
Office of Logistics  
Printing and Photography Division  
Takeover of the Printing  
Responsibilities for  
Joint Publication Research Service

1. Week of 7-11 November 1983

- ✓a. [ ] reports to JPRS 7 November 1983. Young to replace [ ] and oversee implementation from JPRS  
Action: [ ] STAT  
STAT
- ✓b. P&PD management to meet with JPRS printshop personnel to explain takeover and planning for integrating JPRS individuals into P&PD.  
Action: C/P&PD STAT
- c. Review of JPRS personnel folders by P&PD managers which will result in 'P' Panel determination of actual personnel assignments.  
Action: P&PD Management/P Panel
- d. Review of budget/funding of JPRS requirements and all FY-84 requisitions that have been submitted to Procurement. Determine the amount of funds to be transferred to P&PD.  
Action: [ ] P&PD and JPRS STAT
- e. Physical inventory of all JPRS production equipment.  
Action: JPRS and P&PD personnel
- f. Determine which pieces of JPRS equipment that will be relocated to P&PD and which equipment will be surplus.  
Action: P&PD Branch Chiefs, [ ] STAT
- g. Physical inventory of all JPRS supplies and an establishment of minimum/maximum levels.  
Action: [ ] STAT
- h. Develop JPRS publication distribution list database in P&PD 'Whiz' system.  
Action: [ ] STAT

2. Week of 14-18 November 1983

- a. Transfer of all JPRS funding which support printing production to P&PD.  
Action: FBIS/JPRS Budget Officer and OL/B&FB
- b. P&PD assumes responsibility for ordering and providing printing and photographic supplies for support of JPRS printing operations.  
Action: Chief, LSS/P&PD
- c. Transfer of all JPRS printing and photographic production equipment to P&PD's property account.  
Action: FBIS/JPRS Logistics Officer and Chief, LSS/P&PD
- d. Develop floor plans for JPRS equipment relocation to P&PD.  
Action: [ ] STAT

3. Week of 21-26 November 1983

- a. Transfer of all FBIS/JPRS printing positions to OL/P&PD.  
Action: FBIS/Personnel and OL/P&TS

- b. Begin phasing of P&PD printing support to JPRS publications.

- (1) Identify document titles/groups.  
(2) Develop procedures for submitting jobs.  
(3) Submit jobs to P&PD for production.

Action: [redacted]

STAT

NOTE: This action will continue for the duration of the transfer of responsibility.

- c. Complete development of JPRS distribution lists into P&PD "Whiz" system.

Action: [redacted]

STAT

- d. [redacted] report to P&PD on 21 November 1983 and becomes liaison between JPRS and P&PD.

STAT

Action: [redacted]

STAT

4. Week of 28 November - 3 December 1983

- a. Continue the transfer of JPRS printing requirements to P&PD.

Action: [redacted]

STAT

- b. P Panel makes determination of position assignments of JPRS personnel.

Action: P Panel

5. Week of 5-9 December 1983

- a. Continue the transfer of JPRS printing requirements to P&PD.

Action: [redacted]

STAT

- b. Complete revised implementation plan with dates for personnel, equipment, and workload transfer.

Action: [redacted]

STAT

6. Weeks of 12-30 December 1983

- a. Continue the transfer of JPRS printing requirements to P&PD.

Action: [redacted]

STAT

- b. Removal of the JPRS Xerox 9200 and transfer of copying support requirements to P&PD. This action is to coincide with the placement of a Xerox 1045 or equivalent equipment in JPRS and the placement of a Xerox 9200 in P&PD.

Action: [redacted]

STAT

- c. Begin the phased transfer of JPRS personnel and/or equipment to P&PD.

Action: [redacted]

STAT

7. Week of 2-6 January 1984

- a. Continue the transfer of JPRS printing requirements to P&PD.

Action:

STAT

- b. Continue the phased transfer of JPRS personnel and/or equipment to P&PD.

Action:

STAT

- c. Prepare a status report to management with a final implementation plan.

Action:

STAT